

16 MARCH 2000



Maintenance

**CORE AUTOMATED MAINTENANCE SYSTEM
ORGANIZATION AND GENERAL OPERATING
PROCEDURES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes policies and procedures for the management and use of the Core Automated Maintenance System (CAMS). It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 United States Codes, Section 8013. System of records notice F033 AF CIC D applies.

1. References: AFCSM 21-Series Manuals, *Core Automated Maintenance System*, and PACAFI 21-101, *Objective Wing Aircraft Maintenance*.

2. 18th Operations Group (18 OG) Maintenance Data Systems Analysis Section Will:

2.1. Be the host CAMS database management (DBM) for Kadena Air Base. The DBM office will ensure CAMS is available for use to the maximum extent possible. Periods of scheduled downtime for database saves, system upgrades, and database maintenance will be forecast at least one week in advance. Users will be informed of such actions via the "opening message" section of the screen received when starting a CAMS session. Unscheduled system downtime will be kept to an absolute minimum and will occur only for emergency situations.

2.2. Be the central point for acting on all AF Form 3215, **C4 Systems Requirements Documents (CSRD)** and AF Form 1815, **Difficulty Reports (DIREP)** relating to CAMS software and hardware.

2.3. Maintain a current listing of all system DIREPs. In addition, DBM will preview all system upgrades for cleared DIREPs and provide this information to the users through the subsystem managers.

2.4. Maintain a current listing of all subsystem managers and terminal area security officers (TASO).

3. CAMS Subsystem Managers Will:

- 3.1. Maintain liaison with the DBM office for purposes of receiving information about CAMS upgrades, DIREPs, and scheduled or unscheduled system downtime. The subsystem managers will provide this information to all affected personnel.
- 3.2. Ensure their personnel are qualified to use the respective subsystem.
- 3.3. Approve/disapprove requests for transaction identification code (TRIC) access for users and forwards to DBM for processing.
- 3.4. Report software problems to DBM.

4. CAMS User-IDs:

- 4.1. CAMS user-ids are issued by the BNCC through the CAMS DBM Section.
- 4.2. CAMS users requiring a user-ID issued will:
 - 4.2.1. Bring a completed Data Information System Automation (DISA) Form 41, **System Authorization Access Request (PA)**, to the CAMS DBM Section, Building 775, Room 115. Part I will be completed by the user, Part II will be completed by the user's security manager, and Part III will be completed by the user's supervisor.
 - 4.2.2. Ensure DISA Form 41 is properly filled out. DBM will review and sign the DISA Form 41. A user-ID will be assigned and load into CAMS providing the individual access to the CAMS subsystem.
 - 4.2.3. Create their password to ensure user-ID is operational.
 - 4.2.4. DBM will annotate the user-ID on the DISA Form 41 and will forward to BNCC each day.
- 4.3. User-ids are reset by the CAMS DBM office. Personnel requiring their user-ID/password reset should contact the CAMS DBM, Building 775, Room 115 (634-4341).
- 4.4. Personnel PCSing are required to submit an updated DISA Form 41 for deletion of their user-ID (only Part I is to be completed).

5. Required CAMS Publications:

- 5.1. Work center supervisors will ensure the required volumes of AFCSM 21-Series Manuals (500 series) Volume 2, *CAMS Users Manuals* are on hand and located within the vicinity of the terminal(s). All work centers will have AFCSM 21-556 Volume 2, *Introduction to CAMS*. Most maintenance work centers should have AFCSM 21-561 Volume 2, *Maintenance Events*, AFCSM 21-563 Volume 2, *Job Data Documentation (JDD)*, and AFCSM 21-579 Volume 2, *Maintenance-Supply Interface*.

6. CAMS Training:

- 6.1. All personnel, from those performing actual data entry, to those responsible for managing their activities, will receive adequate training to perform their assigned CAMS duties. Work center supervisors are responsible for identifying work center training requirements, providing training within their capabilities, and securing training for those areas beyond their capabilities.
- 6.2. The 18th Logistics Support Squadron (LSS) Logistics Group Logistics Training (LGLT), will act as the coordinating agency for all user training issues.

7. Proposed CAMS Changes:

- 7.1. Users are encouraged to voice their ideas and constructive criticisms relating to CAMS software, hardware, operations and procedures, and this WGI.
- 7.2. Software not performing as designed will be brought to the attention of DBM by the subsystem managers for investigation and reporting. Valid software problems will be assigned a DIREP number and forwarded to the Standard System Center for verification and correction.
- 7.3. Proposals for software design changes will be forwarded to DBM by the Subsystem Managers. DBM will evaluate the proposal and discuss this evaluation with the originator. Approved proposals will be documented on AF Form 3215, and forwarded to HQ PACAF/LGM for further evaluation. Users should understand the approval and implementation process for CSRDs is a systematic and time consuming one.
- 7.4. As CAMS is the standard Air Force Logistics Data Reporting System, all changes to its design must be approved by a majority of major commands (MAJCOMs). In addition to a CSRD's approval, its priority in the Standard Systems Center's work schedule must be approved by a majority of MAJCOMs. This information is not intended to discourage users from making suggestions for changes; as stated previously, these suggestions are solicited. This information is provided to help the user understand the differences between CSRDs and DIREPs and how they are handled.

8. Planning and Implementing System Upgrades:

- 8.1. CAMS software upgrades, commonly referred to as releases, are received periodically to fix known DIREPs and to implement approved CSRDs. To load these releases requires CAMS to be off-line and unavailable to the users. These loads will be planned at least 1 week in advance and will be performed as required.
- 8.2. DBM will provide to all subsystem managers a list of the software changes the release will implement. The subsystem managers will ensure all affected personnel are notified of these changes prior to the release being loaded.

9. Security of CAMS Information: Each squadron will have a letter of appointment for the primary and alternate TASOs for each of their work centers using CAMS. These letters will be addressed to the DBM and updated as changes occur and annually thereafter.

10. TASO Will:

- 10.1. Ensure only authorized personnel have access to CAMS and ensure the system is not compromised by unauthorized users.
- 10.2. Act as the work center focal point for control of CAMS terminals.
- 10.3. Ensure protection of Privacy Act information is displayed on terminals.
- 10.4. Report all hardware-related problems to the equipment custodian.
- 10.5. Report all software-related problems to the appropriate subsystem manager.
- 10.6. Report all connectivity-related problems to the squadron local area network administrator.

10.7. Processing classified information in CAMS is absolutely prohibited. In the event of the actual or suspected accidental disclosure of classified material, the following steps will be taken immediately:

10.7.1. Notify DBM as soon as the disclosure is detected. After normal duty hours, the Maintenance Operations Center (MOC) will be notified. Any person who has knowledge of the disclosure can make this notification. MOC then notifies DBMs standby personnel.

10.7.2. DBM will immediately notify the regional processing center (RPC) of the possible disclosure. RPC will immediately terminate all mainframe operations.

11. Standard CAMS Unit Identifier and Work Center Codes:

11.1. Request for additions, changes, and deletions will be routed for processing in letter format to the DBM.

11.2. DBM will assign a unit identifier and work center codes based on the following format.

11.2.1. Unit identifier codes: In accordance with TO 00-20-2, *Maintenance Data Documentation*, and based on code designations previously established and outlined as shown in [Attachment 1](#) of this WGI.

11.2.2. Work center codes: Based on the branch assigned and previously created work center codes for that branch/organization as shown in [Attachment 2](#) of this WGI.

11.3. Deletions cannot be processed until the appropriate agencies have deleted all personnel and equipment from the work center.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**CAMS UNIT IDENTIFIER CODES**

<u>GANG #</u>	<u>UNIT ID</u>	<u>UNIT DESIGNATOR</u>	
1	A	44th Fighter Squadron	
		67th Fighter Squadron	
		33d Rescue Squadron	
		909th Air Refueling Squadron	
1	A	961st Airborne Air Control Squadron	
		B	82d Reconnaissance Squadron
		C	353d Special Operations Maintenance Squadron
2	C	I	633d Maintenance Squadron
		C	390th Intelligence Security Squadron
		E	18th Munitions Maintenance
2	C	J	18th Communications Squadron
		3	Training Database

Attachment 2

WORKCENTER CODES

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
18TH WING			
WING COMMANDER	AG000	AG001	WGCC
MAINTENANCE OPERATIONS CENTER	AG030	878NT	AMOC
FLIGHT SAFETY	A9021	000AA	ASEF
18TH OPERATIONS GROUP			
OPERATIONS COMMAND SECTION	A9014	000AA	AOPG
QUALITY ASSURANCE	A9024	999AA	SMOQ
WEAPONS	A9025	999AA	SMOL
RESOURCE OFFICE	A4410	629FM	CCFM
MANDATORY WORK CENTER	A1111	000AA	TCTO
DEPOT MAINTENANCE	A1221	000AA	DEPO
PLANS & SCHEDULING	A112A	354MC	DOCS
MAINTENANCE SUPPLY LIAISON	A123A	112MA	MATC
ANALYSIS	A163A	112MA	CAMS
WILLIAM TELL	A163B	500WT	TELL
18TH OPERATIONS SUPPORT			
BASE OPERATIONS	A9018	000AA	DOFM
LIFE SUPPORT	A9019	000AA	DOOL
44TH FIGHTER SQUADRON			
44 FS/AMU	AG005	451AV	B44T
BLUE STAFF	AG10B	451AV	BLUB
BLUE OPERATIONS	AG002	111AA	BTMP
BLUE LIFE SUPPORT	AG006	000AA	BDOC
BLUE AIRCRAFT CREW	AG007	599LS	BDOL
BLUE ADMINISTRATION	AG008	000AA	BDOX
BLUE MOBILITY	AG01B	451AV	BADM
	AG03B	451AV	BMOB

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
BLUE SORTIE GENERATIONS SECTION	AG10A	451AV	BSGS
BLUE AIRCRAFT FLIGHT A	AG11B	451AV	BLU1
BLUE AIRCRAFT FLIGHT B	AG11C	451AV	BLU2
BLUE AVIONICS	AG12C	451AV	BSP1
BLUE ENGINES	AG125	451AV	BLU3
BLUE ELECTRO-ENVIRONMENTAL	AG12D	451AV	BSP2
BLUE INBOUND PERSONNEL	AG132	354TY	INBB
BLUE INSPECTION SECTION	AG14B	000UN	PHSB
BLUE SORTIE SUPPORT	AG30B	451AE	BSUP
BLUE SUPPORT FLIGHT	AG30A	451AV	BSSF
BLUE DEBRIEF	AG32B	451AV	BDEB
BLUE PLANS & SCHEDULING	AG34B	451AV	BMPS
BLUE WEAPONS SECTION	AG40B	451AV	BWPN
67TH FIGHTER SQUADRON	AG00I	456FL	R67T
67 FS/AMU	AG10D	456FL	REDB
RED STAFF	AG003	111AA	RCMD
RED TRAINING	AG00K	456FL	RTRN
RED OPERATIONS	AG00L	000AA	RDOC
RED LIFE SUPPORT	AG00M	000AA	RDOL
RED AIRCRAFT CREW	AG00J	000AA	RDOX
RED ADMINISTRATION	AG01R	456FL	RADM
RED MOBILITY	AG03R	456FL	RMOB
RED SORTIE GENERATION	AG10C	456FL	RSGS
RED AIRCRAFT FLIGHT A	AG11R	456FL	RED1
RED AIRCRAFT FLIGHT B	AG11S	456FL	RED2
RED AVIONICS	AG12S	456FL	RSP1
RED ENGINES	AG12U	456FL	RED3
RED ELECTRO-ENVIRONMENTAL	AG12T	456FL	RSP2
RED INBOUND PERSONNEL	AG133	354TY	INBR
RED INSPECTIONS	AG14R	000UN	RPHS
RED SUPPORT FLIGHT	AG30C	456FL	RSSF
RED SORTIE SUPPORT	AG30R	456FL	RSUP

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
RED DEBRIEF	AG32R	456FL	RDEB
RED PLANS & SCHEDULING	AG34R	456FL	RMPS
RED WEAPONS	AG40R	456FL	RWPN
909TH AIR REFUELING SQUADRON	AG00R	387MO	W90T
WHITE OPERATIONS	AG00N	385DO	WDOC
WHITE LIFE SUPPORT	AG00P	396BS	WDOT
WHITE AIRCRAFT CREWS	AG00Q	779AC	WDOX
WHITE OPS FLIGHT SCHEDULING	AG00O	779AC	WDOS
WHITE QUALITY RESOURCE	AG01V	201CC	WMQR
WHITE SQUADRON SECTION	AG01W	201CC	WADM
WHITE ADMINISTRATION	AG01X	606MA	WMTA
WHITE CREW COMM	AG01Y	201CC	WDOR
WHITE SMALL COMPUTERS	AG01Z	201CC	WSCM
WHITE TRAINING	AG02W	387QC	WCQT
WHITE MOBILITY/PLANS	AG03W	387MB	WMOB
WHITE TRAINER & CERTIFIER	AG04B	201CC	WMTC
WHITE MAINTENANCE SUPERVISION	AG04A	606MA	WMMA
WHITE SORTIE GENERATION	AG10W	606MA	WSGS
WHITE APG SECTION	AG11X	231FL	WHT1
WHITE JET PHASE	AG135	354TY	JPSW
WHITE SUPPORT FLIGHT	AG141	233BS	WSSF
WHITE TOOL ISSUE	AG142	233BS	WMST
WHITE SORTIE SUPPORT	AG14W	231TC	WSUP
WHITE INSPECTION SECTION	AG14X	232BS	PHSW
WHITE DEBRIEF	AG32W	606MA	WDEB
WHITE PLANS & SCHEDULING	AG34B	606MA	WMPS
WHITE FLIGHT SAFETY	AG34W	606MA	WSEF
WHITE ANALYSIS	AG35W	201CC	WANA
WHITE INTELLIGENCE SECTION	AG36W	201CC	WDOI
WHITE ELECTRO-ENVIRONMENTAL	AG502	231EE	WSP2
WHITE JETS	AG503	231FS	WSP3
WHITE COMM/NAV	AG504	231AV	WSP4

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
WHITE GUIDANCE/DOPPLER	AG505	231AV	WSP5
WHITE SPECIALIST SECTION	AG50W	203TF	WSPB
WHITE HYDRAULICS	AG50X	231PN	WSP1
961ST AIRBORNE AIR CONTROL SQUADRON	AG00F	487CM	O96T
ORANGE AIRCRAFT MAINTENANCE	AG004	631AG	ORGB
ORANGE OPERATIONS	AG00G	000AA	ODOC
ORANGE LIFE SUPPORT	AG00H	000AA	ODOL
ORANGE ADMINISTRATION	AG01O	631AG	OADM
ORANGE TRAINING	AG02O	000AA	OCQT
ORANGE AIRCRAFT FLIGHT	AG11O	631AG	ORG1
ORANGE SECTION JETS	AG122	632FL	OSP4
ORANGE SPECIALIST SECTION	AG12O	631AG	OSPB
ORANGE AVIONICS	AG12P	632FL	OSP1
ORANGE ELECTRO-ENVIRONMENTAL	AG12Q	632FL	OSP2
ORANGE INBOUND PERSONNEL	AG134	354TY	INBO
ORANGE SORTIE SUPPORT	AG30O	632FL	OSUP
ORANGE TOOL ISSUE	AG30P	632FL	OSTL
ORANGE PLANS & SCHEDULING	AG34O	631AG	OMPS
ORANGE ANALYSIS	AG35O	631AG	OANA
ORANGE RADAR	AG50I	632FL	OMS3
ORANGE COMM/NAV	AG50P	632FL	OMS1
ORANGE COMPUTERS	AG50Q	632FL	OMS2
33D RESCUE SQUADRON	AG009	260SQ	G33T
GREEN INTELLIGENCE	AG00A	260SQ	DOIN
GREEN ORDERLY ROOM	AG00C	260SQ	DOOR
GREEN OPS TRAINING	AG00E	260SQ	DOTM
GREEN LIFE SUPPORT	AG00B	260SQ	DOLS
GREEN PARARESCUE	AG00D	260SQ	DOPJ
GREEN CHIEF OF MAINTENANCE	AG01G	458BS	GCOM
GREEN ADMINISTRATION	AG02G	338FL	GADM
GREEN APG SECTION	AG10G	338FL	GSGS

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
GREEN WEAPONS	AG11G	338FL	GWPN
GREEN MAINTENANCE SUPERVISION	AG12G	338FL	GBOS
GREEN PHASE DOCK	AG13G	338IS	GPHD
GREEN SUPPORT EQUIPMENT/CTK	AG14G	458AE	GSEQ
GREEN DETACHMENT	AG15G	338FL	GDET
GREEN DEBRIEF	AG32G	338FL	GDEB
GREEN PLANS & SCHEDULING	AG34G	338FL	GMPS
GREEN MAINTENANCE TRAINING	AG35G	338FL	GMAT
GREEN MATERIAL CONTROL/MSL	AG36G	349MC	GMTC
GREEN AVIONICS	AG50G	338FL	GSPL
18TH LOGISTICS GROUP			
DEPUTY COMMANDER FOR	AE00C	850MA	LGCC
AFETS	AE012	354MA	AFET
18TH MUNITIONS SQUADRON	AE010	850MA	MAMR
18TH LOGISTICS SUPPORT SQUAD- RON			
TRAINING MANAGEMENT	A102A	354TY	LGLT
PLANS	A900L	000AA	LGXX
COMMANDER AND STAFF	A901L	000AA	LSCC
ENGINE MANAGEMENT	AE180	354MC	EMGR
F100 ENGINE TRACKING	AE181	354MC	F100
F108 ENGINE TRACKING	AE182	354MC	F108
GOLD FLAG	A911A	354TY	QUAL
18TH MAINTENACE SQUADRON			
ACCESSORIES FLIGHT	AE310	748AC	ACCS
ELECTRO ENVIRONMENTAL	AE32A	748EL	ELEN
BATTERY SHOP	AE32B	393EL	BTRY
LOX CONVERTER SHOP	AE321	748EL	CONV
FUEL SYSTEMS SOUTH	AE330	748FS	FUEL
FUEL SYSTEMS NORTH	AE331	393FS	FUEN

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
EGRESS	AE340	748EG	EGRS
PNEUDRAULICS	AE350	748PN	PNEU
REPAIR AND RECLAMATION SOUTH	AE360	753AR	AERO
REPAIR AND RECLAMATION NORTH	AE361	393AR	REPR
WHEEL AND TIRE	AE362	753WT	TIRE
TRANSIENT ALERT	AE370	982TA	TRAN
COMBAT ARMAMENT TEAM SUPPORT	AE724	748WR	CAST
RED COMBAT ARMAMENT TEAM	AE723	748WR	RAST
TANK FARMS	AR311	748TF	TANK
AGE FLIGHT	AE600	751AG	AGEB
BLUE COMBAT AGE TEAM	AE620	751AG	BCAT
RED COMBAT AGE TEAM	AE630	751AG	RCAT
ORANGE COMBAT AGE TEAM	AE640	498AG	OCAT
WHITE COMBAT AGE TEAM	AE650	394AG	WCAT
33 RQS/82 RS COMBAT AGE TEAM	AE660	598AG	GCAT
18 WG COMBAT AGE TEAM	AE67A	751AG	CCAT
WAR RESERVE MATERIEL SHOGUNS	AE67B	751WR	WRMS
MUNITIONS COMBAT AGE TEAM	AE680	155GE	MCAT
633 MXS COMBAT AGE TEAM	AE680	751AG	SCAT
353 MXS COMBAT AGE TEAM	AE690	955AG	ACAT
AVIONICS FLIGHT	AE210	853AT	EMAV
AUTOMATIC TEST STATIONS	AE220	853AT	AUTO
MANUAL TEST STATIONS	AE230	853MT	MEWS
ELECTRONIC WARFARE (PODS)	AE250	853PD	ECMP
COMMUNICATIONS-NAVIGATION	AE260	237CV	CNAV
AWACS MISSION COMPUTERS	AE270	634CV	MCPS
GUIDE & CONTROL (SAC/AWACS)	AE280	237CV	EMGC
FABRICATION FLIGHT	AE410	756FB	FABR
DYNACORP	AE111	756AC	DCOR
ABDR	AE00B	756BD	ABDR
METALS TECHNOLOGY	AE420	756MS	METT
CORROSION CONTROL	AE425	756CC	CORR
STRUCTURAL REPAIR (SOUTH)	AE430	756SR	STRE

FUNCTION	WORKCENTER NUMBER	SUP ACCT CODE	WORKCENTER CODE
STRUCTURAL REPAIR (NORTH)	AE43A	391SK	STRU
DYNACORP CORROSION CONTROL	AE43B	391PA	WASH
NON-DESTRUCTIVE INSPECTION	AE440	756ND	NDIN
SURVIVAL EQUIPMENT	AE450	756SV	SURV
PMEL FLIGHT	AE500	859PL	PMEL
TYPE 11 TMDE	AE510	859PL	TYII
TYPE IV TMDE	AE520	859TY	TYIV
PROPULSION FLIGHT	AE110	858SU	PROP
F100 JEIM	AE120	858JE	JEIM
TF34	AE130	777EQ	TFIM
TEST CELL	AE140	858TC	TCEL
ENGINE SUPPORT SECTION	AE150	858SU	SUPP
MODULE MAINTENANCE	AE160	858MO	MODS
SECONDARY POWER	AE170	858SP	SPWR
MAINTENANCE SQUADRON STAFF			
ORDERLY ROOM & COMMAND	AE001	851CQ	ESSQ
MAINTENANCE MANAGEMENT	AE002	859FC	EMMM
MOBILITY/RESOURCES	AE020	851MB	EMOB
MAINTENANCE SUPERVISION	AE030		EMSV
MAINTENANCE SQUADRON	AE040		EMMG
QUALITY CONTROL INSPECTIONS	AE041	851TQ	EMQI
MAINTENANCE SUPPLY LIAISON	AE042	851MC	EMSL
MAINTENANCE TRAINING	AE043	851TR	EMAT
DORMITORY MANAGER	AE100	851MA	EDRM